



Scott McCallum  
Governor

Phyllis J. Dubé  
Secretary

## State of Wisconsin

Department of Health and Family Services

### DIVISION OF HEALTH CARE FINANCING

BUREAU OF HEALTH INFORMATION  
1 WEST WILSON STREET  
P O BOX 309  
MADISON WI 53701-0309

Telephone: 608-266-7568  
FAX: 608-261-6380  
TTY: 608-261-7798  
[www.dhfs.state.wi.us](http://www.dhfs.state.wi.us)

### Online Vital Records Study Committee

**Monday, January 28, 2002: 12:30 – 4:30**

**Department of Health & Family Services  
1 West Wilson Street, Room 372  
Madison, WI 53701**

Time	Agenda Item
12:30 - 12:40	1. <b>Welcome</b> - Sandy Breitborde, Director, Bureau of Health Information (BHI)
12:40 - 12:50	2. <b>Introduction of Committee Members Roundtable</b> - Sandy Breitborde (Attachment 1)
12:50 - 1:00	3. <b>Meeting Protocol</b> - Kris Freundlich, Strategic Planning Director, Office of Strategic Finance (OSF)
1:00 - 1:15	4. <b>Act 16 Overview - Business Need for Improved Automation</b> - Jan Heimbruch, State Registrar, BHI <ul style="list-style-type: none"><li>• DHFS 2001 - 2003 Biennial Budget</li><li>• National Standard Certificate Changes</li><li>• Increase in Vital Record Fees</li></ul>
1:15 - 1:25	5. <b>Vital Record Business Processes</b> - Peggy Peterson, Vital Records Field Representative, BHI
1:25 - 1:35	6. <b>Record Preservation &amp; Customer Service Needs</b> - Linda Langlois, Customer Services Unit Supervisor, BHI
1:35 - 1:45	7. <b>Information Technology - DHFS Requirements</b> - Steve Srenaski, Information Specialist, BHI
1:45 - 2:00	8. <b>Break</b>

- 2:15 - 3:00      9. Role of Committee Members - Roundtable - Kris Freundlich**
- What resources can I bring to this initiative?
  - How can I reinforce support of this initiative?
- 3:00 - 3:30      10. Review System Needs Analysis Grid - Roundtable Discussion - Jan Heimbruch, BHI (Attachment 2)**
- Overview of Grid
  - Committee Discussion and Recommendations
- 3:30 - 4:00      11. Review Business Partner Readiness Survey - Wayne Zimmerman, Information Specialist, BHI**
- Overview Discussion
  - Follow-up Needed for Next Meeting
- 4:00 - 4:15      12. Next Meeting - Jan Heimbruch, BHI**
- Timeline - Key Dates
  - Committee Assignments
  - Vendor Demonstrations
  - Dissemination of Committee Activities - Michelle Pink, Vital Records Field Representative, BHI
- 4:15 - 4:30      13. Opportunity for Questions**
- 4:30              14. Adjourn**

Attachments

#1 - List of Committee Members

#2 - System Needs Analysis Grid